



Councillor Bob Calver, Town Mayor

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ALL COUNCILLORS
BURNHAM-ON-CROUCH TOWN COUNCIL

16 November 2017

Dear Sir/Madam,

TOWN COUNCIL MEETING

You are summoned to attend a **Meeting of the Burnham-on-Crouch Town Council**, to be held in the Council Chamber of these Offices on **Thursday 23 November 2017 at 7.30 pm.**

Yours faithfully,

TOWN CLERK

N.B. The Council Chamber has an infra-red loop system. Anyone attending the Meeting who requires assistance with their hearing should ask the Town Clerk who will be pleased to help.

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTERESTS

All Town Councillors have completed their Statutory Declarations of Interests in accordance with the Localism Act 2011 and the Code of Conduct for Members, adopted by the Town Council.

Members are required to declare the existence and nature of any 'personal or prejudicial' interests relating to items on the Agenda having regard to the Code of Conduct for Members. Members are reminded that they are also required to declare interests as soon as they become aware should the need arise throughout the Meeting.

3 TOWN MAYOR'S ANNOUNCEMENTS

4 MINUTES AND MATTERS ARISING

To confirm the Minutes of the Statutory Meeting of the Town Council held on Wednesday 11 October 2017.

5 PLANNING COMMITTEE MINUTES

To receive the confirmed Minutes of the Planning Meetings held on Wednesday 11 and Tuesday 24 October and Tuesday 14 November 2017.

6 TOWN CLERKS' REPORT

To receive the Town Clerk's Report and pass any Resolutions and Orders as may be necessary.

7 DIARY DATES

Members to note: - **SEE SEPARATE SHEET.**

8 CO-ORDINATORS' REPORTS

- a) General Purposes
- b) Highways
- c) Environment - to include a report on the recent volunteers' meeting and an update on the 'Paint it Pink' trial.
- d) Neighbourhood Development Plan

9 DISTRICT COUNCILLORS' REPORTS

To receive reports from District Councillors.

10 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive reports from Town Council Representatives on external bodies/organizations.

11 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of Accounts for November 2017 and agree a transfer of funds to meet the Town Council's financial requirements,
- b) To receive the comparison of actual to budgeted payments and receipts to November 2017.

12 GRANTS AND DONATIONS

The Budget for 2017/2018 is £460.

No requests have been received for this Meeting.

13 TOWN COUNCIL SURGERIES

A Surgery will be held in the Council Offices between 10.30 and 11.30 am on the following dates: - (no appointment is necessary)

SATURDAY 16 DECEMBER – to be determined.

SATURDAY 13 JANUARY 2018 – to be determined.

14 RSPB WALLSEA ISLAND WILD COAST PROJECT (standing item)

To receive any updates on the above.

15 NEIGHBOURHOOD ACTION PANEL

To receive any updates and to note that the next meeting will be held on Thursday 30 November 2017.

16 ENVIRONMENT COMMITTEE

Further to Minute 26 of the Meeting of the Town Council held on Wednesday 24 May 2017, **“RESOLVED: - that i) a Burnham in Bloom/Environment committee still debate but feed actions through to a co-ordinator, ii) there would be no minutes taken and iii) this would be subject to a review in six months.”**

Members are requested to review the above arrangements and to pass any necessary Resolutions.

17 DUNKIRK AND BURNHAM

Further to Minute 142 of the Statutory Meeting of the Town Council held on Wednesday 11 October 2017, to receive a Report from the Town Mayor and Councillors Peter Elliott and Nick Skeens on their meeting with Mr Alan Bellchambers regarding the provision of a plaque to commemorate Burnham’s involvement in the Dunkirk evacuation.

18 ESSEX COUNTY COUNCIL LOCAL SERVICES FUND

Further to Minute 142 of the Statutory Meeting of the Town Council held on Wednesday 11 October 2017, Members are requested to consider and determine an application for funding.

19 TOWN COUNCIL WEBSITE

Further to Minute 154 of the Statutory Meeting of the Town Council held on Wednesday 11 October 2017, to receive a Report from Members of the Website Working Group and the website Editor.

20 COMMUNITY PROTECTION TEAM – ‘TruCam’

Further to Minute 156 of the Statutory Meeting of the Town Council held on Wednesday 11 October 2017, to receive an update from Councillors Bell and Mrs Wendy Stamp, following liaison with Mr Ken Harris, in their capacity as the Town Council’s appointed Representatives to the NAP Group.

21 PARISH TRIGGER AND PAPERLESS PLANNING APPLICATIONS

Further to Minute 77 b) and c) of the Planning Meeting held on Tuesday 14 November 2017, as follows: -

“b) Parish Trigger - The Former Town Clerk/RFO referred Members to the letter from Ms Fiona Marshall, Chief Executive of MDC. Members debated the proposals to refine the Parish Trigger process and it was

RESOLVED: that the Town Council be recommended to approve the new process subject to Burnham District Councillors “calling in” those applications requested by the Planning Committee. Members also requested clarification of the “call-in period”.

c) Paperless Planning Applications - The Former Town Clerk/RFO referred Members to the letter from Ms Fiona Marshall, Chief Executive of MDC. Members debated the proposal to cease posting applications to Town/Parish Councils with effect from April 2018 and it was

RESOLVED: that the Town Council be recommended to Object to this proposal as it would create difficulties and disadvantage those Councils that do not have suitable facilities to reproduce documents for viewing by Members and the public.

Members are requested to adopt the above recommendations.

22 ALLOTMENTS

An email has been received from the Plot Secretary of the Burnham Allotment & Garden Holders’ Association, requesting the Town Council’s financial assistance towards the provision of three skips for the allotment site, in the amount of £600. Members are reminded that the balance of the Allotments budget for 2017/18 is £1,311.

23 CALENDAR OF MEETINGS

To receive a Report from the Town Clerk in respect of the above.

24 PUBLIC SPACE PROTECTION ORDER

At the request of Councillor Vanessa Bell, Members are requested to consider the introduction of a PSPO requiring dogs to be kept on leads along the sea wall.

25 'WATERFRONT'

To receive a Report from Councillor Nick Skeens on the above. Members are requested to consider and determine whether to have a Standing Item on future Agendas to discuss issues relating to Burnham's waterfront.

26 FOUNDRY LANE LIGHT

To receive a Report from the Town Mayor in respect of the above.

27 ANY OTHER BUSINESS

For the exchange of urgent information or to allow genuinely urgent issues to be raised.

28 QUESTIONS

To receive questions from the public and press and to respond accordingly wherever practicable, failing which an answer will be communicated to the questioner as soon as possible following the Meeting.

29 EXCLUSION OF THE PUBLIC AND PRESS

Councillors to Resolve that by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

30 STAFF MATTERS, LAND MATTERS AND TOWN COUNCIL OFFICES

- i) to receive a Report from the Appointments Panel.
- ii) to receive an update in respect of the Allotment site in Arcadia Road.
- iii) to receive a Report from the Town Mayor and Town Clerk in respect of the Council Offices.

31 CLOSURE OF THE MEETING

To close the Meeting having considered and determined all items of business.